

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 21**

**October 5, 2004**

**SUBJECT: REMOVAL OF ARRESTEE'S PROPERTY - REVISED**

**PURPOSE:** Confusion over the existence of differing procedures regarding handling of an arrestee's personal property during the booking process has created the need to establish a standard procedure to be utilized when booking an arrestee within the Los Angeles City Jail System. In an effort to expedite the booking process and to maintain City Jail System security, this Order revises the method of booking arrestees' personal property into the City Jail System.

**PROCEDURE:** All arrestees shall be searched at the booking desk in accordance with legal standards and Department policy.

**I. PERMISSIBLE ITEMS RETAINED BY THE ARRESTEE.** Arrestees may only retain the below listed items on his/her person:

- \* Clothing being worn (except as listed under the section headed "Arrestee's Excess Personal Property");
- \* Traffic Notice to Appear (citations), when the arrestee is to appear in a traffic court. Such citations shall be stapled to the arrestee's copy of the Booking and Identification Record, Form 5.1;
- \* Prescription glasses; and,
- \* Hearing aid with battery.

**Note:** Juveniles shall be allowed to keep only basic clothing.

The Watch Commander, Jail Division, shall have the final authority on resolving the arrestee's property issues.

**II. ARRESTEE'S PERSONAL PROPERTY.** All other property, with the exception of contraband, shall be packaged in an unused, number-imprinted, polyethylene prisoner property bag. The imprinted number on the prisoner property bag shall be recorded in the "PROPERTY" section of the Booking and Identification Record.

**A. Arrestee's Excess Personal Property.** When an arrestee's personal property cannot be contained in the arrestee's property bag, it shall be packaged separately as excess personal property. Additionally, the following clothing items shall be classified and handled as excess personal property:

- \* Hats and any other non-essential clothing items;
- \* Baggy pants which are unable to be held up without the use of the arrestee's hands or other device; and,
- \* Jackets or T-shirts which, due to their construction or design, may be construed as a possible security threat (i.e., cords, strings, metal parts, gang logos, racially or ethnically offending material, etc.).

**Note:** In such cases where basic clothing is to be removed, the arrestee shall be issued Department supplied jail clothing, per Department Jail Operations Manual Section 2/213.03.

**B. Booking Excess Personal Property.** Department personnel booking an arrestee's excess personal property shall:

- \* Complete the Excess Personal Property Receipt, Form 10.08.0, itemizing the property;

**Note:** Department personnel shall issue the original copy of the Excess Personal Property Receipt, Form 10.08.0, to the arrestee;

- \* Staple a copy of the Excess Personal Property Receipt, Form 10.08.0, to the arrestee's copy of the Booking and Identification Record, Form 5.1;
- \* Complete the Personal Property Envelope, Form 10.13.1;
- \* Gather all excess personal property into a single bundle and ensure it is securely fastened;
- \* Attach the completed Excess Personal Property Receipt, Form 10.08.0, and the Personal Property Envelope, Form 10.13.1, to the outside portion of the bundle; and,
- \* Deposit the excess personal property with the detention officer receiving the arrestee.

**Exception:** Excess personal property of an arrestee that is booked directly into a County Jail facility shall be deposited at the Central Property Room, Property Division.

**C. Booking Money.** When booking money in the amount of \$500.00 or more, the amount of money being booked shall be verified by a Jail Division supervisor or a Sworn supervisor prior to the arresting officer booking the money at Jail Division, Property Section. The approving supervisor shall indicate verification by placing his/her initials and serial number on the money envelope.

**III. CONTRABAND ITEMS - DEFINED.** Items that pose a risk to the safety and security of the City Jail System are considered contraband. Although certain items may be legally possessed by arrestees at the time of arrest, due to safety and security concerns, these items are prohibited from the City Jail System. The following contraband items shall not be placed into the arrestee's personal property bag or excess personal property:

- \* Edibles, including unopened candy;
- \* Perishables;
- \* Liquids in glass or plastic containers which do not seal tightly; and,
- \* Unlabeled medications;

**Note:** The Commanding Officer, Jail Division, has final authority to determine what items are classified as contraband.

**IV. REMOVAL OF ARRESTEE'S PROPERTY PRIOR TO ENTERING THE CITY JAIL SYSTEM.** In accordance with Department Manual Section 4/217.05, personal property shall not be taken from an arrestee in the field. However, if the arrestee is in possession of any contraband items listed above, the arrestee shall be advised that, upon entry into the booking facility, those items will be discarded. Officers shall advise the arrestee of his/her ability to either leave the property with a family member or friend, donate the item(s) to anyone of their choice at scene, or throw the item(s) away.

**Note:** Officers are reminded that property having evidentiary value shall be booked in accordance with existing Department policy. Additionally, any property which could constitute an environmental hazard (i.e., hazardous liquids) shall be retained by the officer for proper disposal in accordance with Department Manual Section 3/712.13.

**AMENDMENTS:** This Order amends Sections 4/217.05 and 4/620.10 of the Department Manual.

**AUDIT RESPONSIBILITY.** The Commanding Officer, Technical Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
Chief of Police

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